

CONTRACT NUMBER DTFAWA-12-D-XXXXX
Delivery Order Number XXXX

ATTACHMENT J-4
SAMPLE TASK ORDER

Statement of Work (SOW)
for
The Office of Financial Services (ABA)
Task Order XXXX

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A.1 Purpose:

The purpose of this delivery order is to provide on-site technical and administrative contract support services to plan and implement budget tracking for all ABA support contractors for the Office of Information Systems and Technology Service Staff (ABA-20).

A.2 Background:

ABA-20 is responsible for supporting several financial systems in the agency. Each system has a large budget and spend plan that must be developed and managed yearly. ABA-20 seeks business management and budget assistance to support the development and maintenance of each programs budget and spend plan.

A.3 Scope:

The contractor must assist ABA-20 Program Manager with Budget development and Analysis; and Cost Planning Support. The contractor must provide the necessary support detailed in the requirements.

A.4 Requirements:

The contractor must perform the following task:

A.4.1 ABA-20 Budget development and analysis support

a. Assist ABA Project managers to prepare the ABA-20 monthly budget which includes tracking contractor costs and hardware/software purchases through coordination with FAA financing resources.

b. Assist ABA Project managers by reviewing the budget with ABA-20 management and make any necessary adjustments. In addition, analyze the budget and present scenarios to show the impact of budget cuts. Develop forecasts amounts for continuing resolution budget constraints.

c. Assist ABA Project managers to create update and maintain the ABA-20 spend plan. This includes developing estimates for labor and other services as well as other direct costs supported by the ABA-20 budget.

d. Assist ABA Project managers by tracking actual costs against the budgeted amounts for all contract delivery orders and task orders.

A.4.2 ABA Cost Planning Support

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- a. Support the FAA's cost savings program by tracking ABA's costs saving initiatives. Acquire the actual costs for each ABA cost saving initiative and develop cost savings reports showing the potential and actual costs savings achieved.
- b. Assist ABA Project managers to prepare and update ABA –wide IT portfolio projects spend plans and projects cost estimates.
- c. Assist ABA Project managers by developing monthly ABA-20 contractor project cost reports from all ABA contractors.
- d. Assist ABA Project managers to facilitate the ABA invoice approval process.

A.5 Deliverables:

All deliverable documents must be completed in an FAA approved format and provided to ABA-20.

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TASK	ACTIVITY	START	EXPECTED COMPLETION DATE/TIME	Acceptance Criteria
C.4.1	ABA-20 Budget development and analysis support			
	Draft Budget and Spend plan	Upon Task Award	One month after award	FAA Approval
	Final Budget and Spend plan	Upon Task Award	Bi-weekly updates	FAA Approval
C.4.2	ABA Cost Planning Support			
	Costs savings program reports	Upon request	Within 2 weeks of request	FAA Approval
	Draft IT Portfolio Projects costs estimates and spend plans	Upon request	Within 2 weeks of request	FAA Approval
	Contractor Project Costs Reports	Beginning one month after award	One month after awards and monthly thereafter	FAA Approval
	Interagency agreement balance reports	Beginning one month after award	One month after awards and monthly thereafter	FAA Approval
PM	Project Management			
PM.1	Project Schedule	Upon Task Award	Within 30 days	FAA Approval
PM.2	Monthly Status Reports	Upon Task Award	Monthly within the first 5 days of the month	FAA Approval

A.6 Period of Performance:

The period of performance for this delivery order is date of award through August 30, 2012.

A.7 Hours & Cost

The contractor is not to exceed the following hours and/or cost for this task order without written authorization from the Contracting Officer.

CLIN	Description	Hours	Hourly Price	Extended Price
0001	Financial Consultant	100	\$150.00	\$15,000.00
0003	Technical Writer Editor	50	\$35.00	\$1,750.00
0006	System Analyst	25	\$60.00	\$1,500.00

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			Labor Subtotal	\$18,250.00
0019	Travel			\$10,000.00
0020	Printing			\$5,000.00
0021	Other Direct Costs			\$5,000.00
			ODC Subtotal	\$20,000.00
			G&A (5%)	\$1,000.00
			Task Order Total (Not to Exceed)	\$39,250.00

A.8 SIGNATURES

Contractor:

Signature Date

Contracting Officer's Technical Representative

Signature Date

Contracting Officer

Signature Date

The Contractor shall not begin performance under this task order until all parties identified above express concurrence with the task order by providing signature.